

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-134 **Issue Date:** 01-31-13 **Closing Date:** 02-13-13

2nd Advertisement
Assets/Property Management Technician-Fleet
Assets Management
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular

Provides assistance to administer a government-wide property management system implemented to track and maintain accountability of tribal assets and property. Is responsible to administer fleet documents and inventory. Handles acquisitions, licensing, and insuring of new and used vehicles, equipment, machinery, modular structures, and specialized, technical, and recreational items. Assists to monitor off-site and out of area equipment. Conducts physical inventories of equipment, vehicles, and infrastructures that may include bridges, water systems, drainage systems, roadways, signage, and land and structural improvements. Prepares, processes, and maintains property data utilizing the JD Edwards Fixed Assets modular. Provides assistance with administrative work and basic accounting tasks. Performs tasks that require physical endurance. Provides assistance to organize and maintain the warehouse and storage yard. As needed, delivers large items to other programs.

Knowledge, Skills and Abilities:

- Knowledge of governmental purchasing regulations and policies.
- Knowledge of the General Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of basic grant and contract policies that govern purchase of equipment.
- Knowledge of standard office procedures and practices.
- Knowledge of basic property inventory management and control practices.
- Knowledge of hazards and precautions relative to forklift and equipment operations when loading and unloading materials.
- Skill and ability to safely operate an indoor and outdoor forklift.
- Ability to utilize a computer and assorted software such as Word, Excel, and JD Edwards.
- Ability to perform minor equipment maintenance and repair.
- Ability to understand and follow written and verbal instruction.
- Ability to establish and maintain accurate and comprehensive records.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively verbally and in written form.
- Ability to work independently and productively.

General Recruiting Indicators:

- Requires a high school diploma or equivalent AND three years work experience in procurement or governmental accounting. OR,
- May substitute a combination of related formal training classes or college courses AND two years work experience in a related position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver's License with ability to obtain a YN Tribal Driver's Permit.
- Must obtain forklift operations certification within 6-months of employment.
- Must be able to meet the physical requirements of the position. Job duties require physical endurance such as lifting heavy objects, standing for long periods of time, walking and climbing.
- Must be able to work in all weather conditions.